



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 043 - 2010**

**OPEN TO:** All Interested Qualified Candidates

**POSITION:** **Engineer (Construction), FSN- 11; FP-4**  
(Salary approx. Tk. 99,000 per month)  
**This is a temporary position with approx. six months duration of employment.**

**OPENING DATE:** May 24, 2010

**CLOSING DATE:** June 8, 2010 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Engineer (Construction)** in OBO (Overseas Building Operations) Dhaka. **The approx. duration of employment will be for six months.**

**BASIC FUNCTION:** The incumbent is responsible to supervise construction of the New Office Building in Dhaka as directed by the OBO Project Director. S/he shall be capable of working independently and provide professional engineering services in the planning, designing, building and operational aspects of building construction.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project(s).
- ✚ Work independently and supervise construction contractors performance to insure compliance with the terms and conditions of the contract between the construction contractors and the Government and report to the OBO Project Director.
- ✚ Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to OBO Project Director as to their conformity and non-conformity to the approved drawings and specifications. Make recommendations to the OBO Project Director on how to correct deficiencies and resolve problems during construction.
- ✚ Prepare Engineering drawings, Design calculations, technical specifications and cost estimates for construction and renovation projects. Review, analyze contractor's bids and prepare recommendations as to contractor reliability and capability. Also prepare cost of alternatives to design and specifications when requested by the OBO Project Director.
- ✚ Prepare, update and monitor construction schedule, review any proposal for change in construction and submit recommendations to OBO Project Director as to the necessity for such change, indicating the amount of increase in cost and time extension involved, if any.
- ✚ Prepare daily, weekly, monthly and other reports of the progress of construction as required by the OBO Project Director.
- ✚ Review and analyze material samples, catalogs, and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO Project Director.
- ✚ In the absence of the Project Director, Liaise with Post and coordinate construction phases with the Contractor.
- ✚ Liaise, participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO Project Director.



- ✚ Translate local authorities letters in regards to the project, and prepare replies to local authorities.
- ✚ Perform any other duties related to the project(s) or OBO field operations as may be requested by the OBO Project Director.

### **QUALIFICATIONS REQUIRED:**

1. **Education:** Minimum a bachelor's degree in any engineering field from an accredited institution or equivalent degree is required. *(You must attach a copy of your bachelor degree certificate along with your application form.)*
2. **Language Proficiency:** Level IV (Fluent) speaking/reading/written ability in English is required. English language proficiency will be tested.
3. **Prior Work Experience:** Minimum seven years of experience in the field of building construction, which includes design, supervision and construction management is required.
4. **Knowledge:** Must have knowledge in design and construction. Thorough professional knowledge in building construction, local zoning and permitting.
5. **Skills and Abilities:** Shall be proficient in computer skills, Word, Excel, e-mail and scheduling.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised



positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.

5. The candidate must be able to obtain and hold a security clearance.

#### **TO APPLY:**

Interested candidates are requested to submit the following:

**1. Bangladeshi & TCN candidates will submit the "Application for Employment as a Foreign Service National" forms either By Hand with No Envelope at South barrier or **FAX at 9887825**. Blank application forms are available at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) and at our website at: [dhaka.usembassy.gov](http://dhaka.usembassy.gov). A copy is also attached hereto for your convenience.**

#### Application Form

**2.** Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

#### OF-612

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**

#### **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

**DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

**2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

**3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Third Country National (TCN):** An individual who is not a citizen of the U.S. or of the country to which s/he is assigned for duty. The individual is recruited from outside the host country and relocated from the point of recruitment to the host country at USG expense. The individual is eligible for repatriation at USG expense to their home country or country from they were recruited.

**NOTE:** *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*



***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Cleared by:

HRO: x

OBO: x

FMO: x

MGT: x